

April 27, 2011

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2014-11-02  
“Program Monitor for Disaster Recovery”

### QUESTIONS AND ANSWERS

1. Q. The proposal states that the award may contain multiple awards, up to 5 contracts per Department. Should proposers prepare a fee estimate per individual contract? Or on the basis of the potential contracts to be awarded or 10?

A. **The fee estimate should be per individual proposal and remain the same whether a single contract or multiple contracts are awarded.**
2. Q. The RFP states that DNR/DEQ is establishing a contractor for accounting services for disaster recovery efforts that may occur in the future. Although it is not possible to predict where these disasters will occur, does DNR/DEQ anticipate selecting multiple contractors based on geographical areas or do they anticipate that contractors will work in multiple parishes? Or will all the monitoring and review work be done at state offices in Baton Rouge?

A. **The Contractor will work in Baton Rouge.**
3. Q. The state anticipates awarding multiple contracts, up to five. Would that be five in total or ten in total with five for each state agency?

A. **Up to 5 contracts per Department.**
4. Q. Would the consultant be responsible for any entities below DNR and DEQ, any sub-grantees?

A. **The Contractor will be required to ensure compliance with any subgrantees. As a point of clarification DNR provides business support functions for the Governor’s Office of Coastal Protection and Restoration. This specifically includes accounting services so the contractor will also provide Disaster Support for this Office under the supervision of the Department of Natural Resources Office of Management and Finance. However the contract will be with and contract payments will be through DNR.**

5. Q. Who is on the Proposal Review Committee?
- A. **The Proposal Review Committee has not been finalized; however, it will consist of representatives of DNR and DEQ.**
6. Q. Cost, Page 15, “Scope of Services”, Section IV labeled Project Cost states a single hourly rate shall be billed for all tasks. Page 11, item 9, states only one hourly rate but also states travel reimbursements will be made using PPM49. Does this mean that travel will be an additional cost that can be billed separately?
- A. **Yes.**
7. Q. The response to this RFP, does it go to both agencies for consideration? Could the proposer be awarded two contracts, one from each agency? Or does the proposer need to submit to both agencies separately?
- A. **The responses need only be submitted to DNR. The Proposal Review Committee will rank the proposals, then the Secretaries of the respective Departments will determine how many contracts to award.**
8. Q. Who will be the project manager, DNR or DEQ or will each manage their own separate contracts?
- A. **DNR and DEQ will each manage their separate contracts.**
9. Q. Can some of the insurance requirements be waived, should they not apply? For example, the worker’s compensation would not apply, because the company has no employees only contract labor. In addition, general liability would not apply, because the work being performed could not physically injure anyone; because there is no equipment used in the process that could injure anyone. Insurance that is NOT listed, but should be is professional liability insurance (errors and omission insurance). This is insurance that is specific to professionals that are performing a service, which is what the RFP is requesting. Also, automobile insurance would not apply, because one wouldn’t use an automobile to perform the work required of this service contract. The automobile only gets the person to work, no different than when anyone else drives to work and their own private insurance covers them to work.
- A. **Waiving of Insurance requirements will be determined on a case by case basis according to the nature of the work performed by each Department’s Secretary.**